

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, January 20, 2010
Time: 1:00 p.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Dale Law
Mr. George Smith
Ms. Sherry Stone
Ms. Cindy Lewis
Ms. Rita VanDyke

Members Absent: Mr. Andy Clements
Dr. Regina Harrell

Others Present: Ms. Bettie Carmack, Attorney General Representative
Ms. Amy Findley, Executive Director
Mr. Calvin Cooper
Mr. John Segrest
Ms. Maria Catledge

Call to Order: The called meeting of the Board was called to order at 1:05 p.m. by Chair, Rita VanDyke.

Rita VanDyke introduced Tommy McKinnon's replacement, Deloye Burrell; a retiree from UAB.

Board Member Oath: Deloye Burrell took the oath of office as a new BOEALA board member.

Agenda: Vivian Readus motioned to approve the agenda as presented, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

Elect New Chair: Since Tommy McKinnon was replaced on the Board, Rita VanDyke became the acting chair.

Rita VanDyke lives 4 hours away and would like for someone closer to act as Chair.

Discussion was held.

Sherry Stone motioned to elect Vivian Readus as Chair, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

Cindy Lewis motioned to re-elect Rita VanDyke as Vice-Chair, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

Minutes from October 21, 2010: Cindy Lewis motioned to approve the October 21, 2010 board meeting minutes as distributed, Deloye Burrell seconded the motion. There was no discussion and

the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Cindy Lewis, Rita VanDyke, Regina Harrell and George Smith.

Rita VanDyke and Vivian Readus will meet to come up with an evaluation tool for the Executive Director.

BOE Budget: Amy Findley presented the Board with budget documents from the Finance Department.

New Business: **Internships:** The Board was presented with four (4) internships to review. Each internship will be approved on an individual basis.

1) Benjamin Johnston- Cindy Lewis motioned to approve the 240 hour internship submitted by Benjamin Johnston, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

2) Karla Rodgers- Cindy Lewis motioned to approve the 240 hour internship submitted by Karla Rodgers, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

3) Jacqueline Hunt- Dale Law motioned to approve the 240 hour internship submitted by Jacqueline Hunt, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

4) Jessica Lumpkin- George Smith motioned to approve the 240 hour internship submitted by Jessica Lumpkin, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

Economic Interest Form: Amy Findley submitted the board with the Statement of Economic Interest form that must be filled out no later than April 30, 2011.

Old Business: **Statute Changes:** Amy Findley, Bettie Carmack and Dale Law will meet to look over the statute changes before it is presented to Brian Taylor and Alan Boothe.

Audit: Calvin Cooper with the Examiners of Public Accounts should be here at 2pm to go over the Audit he preformed.

Calvin Cooper, John Segrest and Maria Catledge entered the meeting at 2:00pm.

Calvin Cooper presented the Board with a DRAFT Audit Report. There were 3 findings with 1 old finding from a previous audit.

- 1) Duplicate or Voided missing license certificates
- 2) The BOEALA does not have the statutory authority to charge the \$25 replacement license fee
- 3) Board Member travel allowances did not included sufficient information
- 4) Previous Finding- 10 board members were underpaid for mileage

A final audit report will not be given out until February 2011. The board was advised that their responses to the audit findings would not be included in the audit report.

George Smith motioned to adjourn the board meeting at 2:45pm, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Cindy Lewis, Deloye Burrell, Rita VanDyke, Sherry Stone, Dale Law and George Smith.

Approved by: _____
Vivian Readus, Chair

Prepared by: _____
Amy Findley, Executive Director